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UNITED STATES DEPARTMENT OF AGRICULTURE
 PRODUCTION AND MARKETING ADMINISTRATION
 Washington 25, D. C.

Number 74
 January 13, 1947

Reserve

PROCEDURE TRANSMITTAL

NEW RELEASES

ADMINISTRATIVE NOTICE NO. 42 TIME OFF FOR EMPLOYEES ON TUESDAY, DECEMBER 24:
 12-16-46 Announces PMA policy for allowing employees four hours time off on December 24. (This Notice was distributed separately.)

ADMINISTRATIVE NOTICE NO. 43 LIQUIDATION OF LEND-LEASE PROGRAM: Announces
 1-1-47 termination of Lend-Lease and outlines action to be taken by the branches in liquidating the program. (This Notice was distributed separately, to Washington Manual holders only.)

211.2 EXCESS COST OF TRAVEL BY EXTRA-FARE TRAIN:
 1-3-47 Specifies the officials designated to approve extra-fare train travel and outlines the justification required. In instances where more than one official of the branch has the same title, individuals have been specifically named.

TEMPORARY

449.1

1-2-47

TELECOMMUNICATION SURVEY: Prescribes requirements for PMA participation in the telecommunication survey being conducted by the Department in collaboration with the American Telephone and Telegraph Company. (This instruction was distributed separately.)

CHANGES

PMA PROCEDURE CLASSIFI-
 CATION CHART

10-24-45

101.7

11-12-46

Add "Reports" after 449 in the column headed, "4 Office Services."

AUTHORITY TO ADMINISTER OATHS OF OFFICE: On page 2, add the following paragraph: "IV USE OF AUTHORITY. Each designated employee is instructed to add the following to his signature on an oath:

A (Title by which designated)

B U.S. Department of Agriculture

C. Act of June 26, 1943, Sec. 206."

416.2

11-6-46

ACQUISITION OF FORMS AND ADMINISTRATIVE SUPPLIES, EQUIPMENT, AND MISCELLANEOUS SERVICES - AREA AND FIELD OFFICES: The first two lines of the change notice appearing on Procedure Transmittal 72 should read as follows: "Effective January 1, 1947, postmasters will discontinue the practice of accepting an executed Standard Form ****." (This instruction was not distributed to Field Service Branch.)

DISTRIBUTION: A

Page 1

USE YOUR MANUAL - KEEP IT CURRENT - CIRCULATE MATERIALS

OBSOLETE

1945 CCC EXPORT FORM 1	This form will not be superseded. Supply may be removed from stock.
CCC EXPORT FORM 2	This form will not be superseded. Supply may be removed from stock.
CCC FLOUR EXPORT FORM 2	This form will not be superseded. Supply may be removed from stock.
CCC FLOUR EXPORT FORM 3	This form will not be superseded. Supply may be removed from stock.
CCC RAISIN AND PRUNE FORM 4	This form will not be superseded. Supply may be removed from stock.
FORM CCC-140	REQUEST FOR DELIVERY: Will not be superseded. Remaining stock to be sent to Shipping and Storage Branch.
FORM CCC-140-1	REQUEST FOR DELIVERY CONTINUATION SHEET: Will not be superseded. Remaining stock to be sent to Shipping and Storage Branch.
FORM CCC-210	RECORD OF CONTRACT NEGOTIATIONS: Will not be superseded. Supply may be removed from stock.
FORM SS-12	FORMS RECORD CARD: Will not be superseded. Supply may be removed from stock.
FORM SS-57	REPORT OF PAST DUE SHIPMENT: Will not be superseded. Supply may be removed from stock.
FORM SS-58	CORRECTION AND CANCELLATION OF REQUEST FOR DELIVERY: Will not be superseded. Remaining stock to be sent to Shipping and Storage Branch.
FORM SS-60	CORRECTION OF UNLOADING OR TRANSFER OF TITLE REPORT: Will not be superseded. Supply to be removed from stock.

EXCESS COST OF TRAVEL BY EXTRA-FARE TRAIN

Fiscal
Official Travel
Authority

I PURPOSE

This Instruction specifies the officials designated to approve excess cost of extra-fare train travel, and outlines the justifications required.

II APPROVALS REQUIRED

A Emergencies - Travel by extra-fare train necessitated by emergencies involving the loss of life or property, when the cost exceeds that of travel by other usual means of public transportation, must be approved by the branch director or other official to whom the branch director may have delegated authority to approve travel. In such instances no further justification or approval is required.

B All Other - when no emergency exists and the cost of travel by extra-fare train exceeds that of travel by other usual means of transportation, the trip must be authorized in advance or approved upon completion. Officials listed in Exhibit A have been designated by the Director of Finance to approve such travel.

III JUSTIFICATION OF EXCESS COSTS

A Basis of Approval - Approval of travel where excess cost is involved will be given only when it is established that (1) the necessary purpose of official travel cannot or could not be accomplished by other usual means of transportation or (2) travel by extra-fare train is absolutely necessary in the public interest.

B Advance Approval - If time permits, advance approval must be obtained. When it is impossible to obtain approval in advance, the traveler or the official directing the travel must decide on his own responsibility whether or not the excess cost of travel by extra-fare train is justified, since post approval will be given only on the basis of the adequacy of the justification.

C Comparative Cost Statements - The Department requires a comparison of costs of travel by extra-fare train with travel by other means. Therefore, when approval for travel by extra-fare train at excess costs is desired, a statement must be submitted by the traveler, or the official directing the travel. In making such determination, per diem and salary savings shall be calculated in accordance with sub-paragraphs (1) and (2) below and the comparison of costs shall be made as outlined in sub-paragraph (3) below.

1 Per diem savings may be calculated by deducting the amount

EXCESS COST OF TRAVEL BY EXTRA-FARE TRAIN

(III C 1)

of per diem incurred by extra-fare train travel from the amount that would have been payable if the trip had been taken by regular train or other surface conveyance. The per diem rate named in the travel authorization should be used.

2 Salary savings are computed on the basis of daily salary for regular hours of duty during which the traveler is enabled to be at his official station, through the use of extra-fare train, and during which he would have been away had he traveled by other means of public transportation. Salary savings are exclusive of all days or parts of days which are not official periods of duty at the employee's station. Salary savings for fractional parts of a day are computed on the basis of the number of hours saved in proportion to the number of regular working hours in a day, but not less than two hours saving on any one day may be claimed. Time gained away from official station may not be counted in computing salary savings.

3 To determine whether excess cost will result, the fare charged by extra-fare train minus per diem savings and minus salary savings should be compared with the fare charged for regular-fare train.

IV SUBMISSION OF VOUCHER

A Excess Cost Borne by Traveler - If excess cost is to be borne by the traveler, no authorization is required; however, a comparative cost statement, AD-154, must be submitted with the reimbursement voucher.

B Excess Cost, if any, Borne by Government - A showing that there was no excess cost to the Government or a properly approved justification of the excess cost incurred must be submitted with the reimbursement voucher.

* * *

Attachment: Exhibit A, "Officials Designated to Approve Excess Cost Travel."

John D. Davis

PRODUCTION AND MARKETING ADMINISTRATION

OFFICIALS DESIGNATED TO APPROVE EXCESS COST TRAVEL

<u>Branch or Staff Office</u>	<u>Designated Officials</u>
1 Administrator, Office of the	Director, BM Branch
2 Audit, Office of	Chief Auditor Assistant Chief Auditor
3 Budget and Management Branch	Director Assistant Director
4 Foreign Programs Coordination, Office of	Director Assistant Director
5 Compliance and Investigation Branch	Director Administrative Officer
6 Cotton Branch	Director Administrative Officer
7 Dairy Branch	Director Administrative Officer
8 Fats and Oils Branch	Director Assistant Director
9 Federal Crop Insurance Corporation	Manager Chief, Finance Division
10 Field Service Branch	Director Chief, Division of Fiscal Management
11 Fiscal Branch	Director Assistant Director *
12 Food Distribution Programs Branch	Director Associate Director
13 Fruit and Vegetable Branch	Director Administrative Officer
14 Grain Branch	Director Assistant to Director *
15 Information Service	Director of Information Service Administrative Officer

16	Labor Branch	Assistant Director Administrative Officer *
17	Livestock Branch	Director Administrative Officer
18	Marketing Facilities Branch	Director
19	Materials and Equipment Branch	Director Assistant to the Director
20	Price, Office of	Director Assistant Director
21	Poultry Branch	Director Assistant Director
22	Requirements and Allocations, Office of	Director Assistant to the Director
23	Shipping and Storage Branch	Director Deputy Director *
24	Special Commodities Branch	Director Assistant Director
25	Sugar Branch	Director Assistant Director
26	Tobacco Branch	Director Administrative Officer
27	Transportation Officer	Transportation Officer

* Specific authorization by name.

TELECOMMUNICATION SURVEY

Office Services
Communications
Reports

I GENERAL

The Department of Agriculture is conducting a telecommunication survey in collaboration with the American Telephone and Telegraph Company. The information to be required from bureaus of the Department was developed by the Office of Plant and Operations with the cooperation of the American Telephone and Telegraph Company. Every effort was made to keep the information required to a minimum consistent with the effectiveness of the survey.

II SCOPE

All PMA offices except County offices shall comply with this Instruction.

III INFORMATION REQUIRED

A Copies of Messages - Each originating office shall prepare an extra copy of each outgoing message transmitted on Friday, January 17, 1947, between the hours of 12:01 a.m. and midnight, via commercial telegraph, Morse, or teletype (TWX or private line) service. COPIES OF INCOMING MESSAGES ARE NOT REQUIRED. These copies shall be sent to the office effecting the actual wire transmission when the original is transmitted for dispatch, or shall be detached by the originating office, as required below.

1 For a multi-address (book, circular or broadcast) message, only one copy is required, together with a list of addressees (name and complete address for commercial wires; city only for private line wires). The list of addressees should be securely fastened to the copy of the message.

2 Copies of messages are required only from the originating office. Messages received for relay or switching are not to be included. For instance, a message originating in Washington, D. C. for delivery to Portland, Oregon, may be relayed or switched at Chicago, Kansas City and San Francisco. The Washington office would be the office of origin. Kansas City, Chicago, and San Francisco would be the relay or switching points and would not be construed as the points of origin.

3 On single circuits, only one copy of the message is required with a list of circuit points for which message is intended.

B Additional Information to be Shown on Copies - PMA communication offices are responsible for adding the information required below to copies of all messages dispatched, both when the message originates in the dispatching office or when the message is dispatched for another originating office. Such communication offices are as follows:

TELECOMMUNICATION SURVEY

(III B)

Communication Units, Shipping and Storage Branch, in Washington, area, and sub-offices
 Leased Wire Section, Administrative Services (AS) Division, Budget and Management (BM) Branch, in Washington, area, and relay offices
 Branch leased wire or other communication units which are not serviced by Washington or area Leased Wire Section, AS Division, BM Branch
 Washington and field offices (Chicago, Dallas, New York, New Orleans, and San Francisco) of the Compliance and Investigation Branch

Offices originating messages to be transmitted by the above offices or by the Department Telegraph Office need only to submit an extra copy of each message to the transmittal office with the original and usual copies. When the message is sent through a commercial company, or other governmental communication office, rather than the communication offices tabulated above, the originating office is responsible for retaining the extra copies and adding to them the additional information required below.

1 Filing Time - Each message must show the "Filing Time," For messages sent by the communication offices listed in III B, the time the message is received from the originating office shall be the "Filing Time," In the case of commercial telegrams, the time the commercial company's messenger picks up the message shall be used.

2 Identification of Communication Medium - Each copy of a message shall be identified as to the communication medium used. The appropriate identification symbol shall be stamped or written in the upper right hand corner. The symbols shown below shall be used for this purpose.

<u>Method of Transmission</u>	<u>Symbol</u>
Western Union:	
Straight Telegram	TGM
Serial Telegram	ST
Day Letter	DL
Night Letter	NL
Day Message	DM
Night Message	NM
Telemeter	TM
Telephone Company:	
Teletypewriter System	PL
Teletypewriter Exchange Service	TWX

TELECOMMUNICATION SURVEY

Office Services
Communications
Reports

IV TRANSMITTAL OF COPIES OF MESSAGES

A Covering Sheet - Each PMA communication office, as listed in III B is responsible for grouping by branch or staff office (originating office) all copies of messages dispatched, and attaching each group to a covering sheet set up as shown below.

Production and Marketing Administration
Telecommunication Survey
January 17, 1947

Office (Show name of originating branch or staff office) _____

Street Address _____

City _____

State _____

For commercial messages and messages transmitted through other governmental communication services, the originating office is responsible for preparing the covering sheets.

B Transmittal - The PMA communication offices, or, for commercial messages, the originating office, shall send the accumulated copies of messages through the channels prescribed below in time to reach Washington NO LATER THAN JANUARY 27.

1 Area, and sub-office communication units, Shipping and Storage Branch, shall send the copies to the Chief, Administrative Division, Shipping and Storage Branch, Washington.

2 State and insular offices of the Field Service Branch shall send the copies to the appropriate Regional Director in Washington.

3 Field offices of Compliance and Investigation Branch shall send the copies to their branch administrative officer in Washington.

4 Branch field offices not serviced by the area Leased Wire Section, AS Division, BM Branch, and not otherwise provided for above, shall send the copies to their branch administrative officer in Washington.

TELECOMMUNICATION SURVEY

(IV B)

5 Leased Wire Section, AS Division, BM Branch, area and relay offices, shall send the copies to the Chief, Leased Wire Section, AS Division, BM Branch, Washington.

6 Recipients in Washington (as designated in IV B 1, 2, 3 and 4) of copies received from area and field offices, shall send the copies AS SOON AS THEY ARE RECEIVED (rather than accumulate them and forward them all at one time), to the Chief, Leased Wire Section, AS Division, Washington.

7 The Chief, Leased Wire Section, AS Division, BM Branch, Washington, is responsible for forwarding all copies accumulated in PMA to the Office of Plant and Operations as soon as they are received. All copies must clear through the Leased Wire Section as required in IV B 5 and 6.

V SUBSEQUENT REPORTS

Each communication office listed in III B, or the originating office of messages sent through commercial companies, or other governmental communication services, shall submit a report in triplicate of outgoing messages sent on February 14, March 14, April 11, May 9, June 13, and July 11, 1947. COPIES OF THE MESSAGES ARE NOT REQUIRED. These reports shall show the number of each type of message sent, set up as shown in III B 2, with separate totals for commercial and private line messages and a grand total of all messages. These reports shall be forwarded no later than the close of business on the Monday following the Friday on which the record is taken. The reports should be transmitted through the same channels as prescribed in paragraph IV B. The recipients of these reports in Washington (as designated in IV B 1, 2, 3 and 4) shall detach one copy for their records and send the original and one copy to the Chief, Leased Wire Section, AS Division, BM Branch, Washington, who shall detach the second copy and send the original to the Office of Plant and Operations.

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